

Financial Advisory Committee Minutes of the Tomales Village Community Services District

Monday, March 16, 2015

Present: Deborah Parrish (Chairperson), Chick Petersen, Venta Leon, Donna Clavaud

Visitors: Bruce Bramson, Patty Oku (TVCSO Board Member)

The meeting began at 6:35pm and Donna Clavaud recorded the minutes. The FAC agenda focused on a draft budget proposal for 2015-16, a discussion of the budget schedule and process, and an update on contact listings for the RFP process currently underway. The FAC recommends a number of items for the April Board Agenda.

AGENDA

1. 2015-2016 Proposed Draft Budget:

The group discussed the upcoming 2015-16 Budget process and expects our Administrator will be presenting his own proposed draft budget at the April TVCSO Board meeting. It was acknowledged/noted that he, again, did not attend the FAC meeting to present or discuss a Draft Budget with FAC, as described in the approved budget policy.

We discussed the probable schedule for the budget process and Patty Oku mentions that May 20 is the date set for the first Public Hearing. This date has been published in the Spring TVCSO Newsletter which is due to be mailed out to ratepayers. The Budget Process Schedule will probably be the following:

- Draft Budget for 2015-16 to be presented at April Board meeting
- Board consensus on a Draft Budget at May Board meeting
- May 20- First Public Budget Hearing
- June-Final Draft Budget

The FAC resurrected a working prior year Draft Budget developed in committee meetings and shelved prior to the launch of the RFP process and Efficiency Audit. The group discussed and agreed that it is a priority to add a Reserve line item to each year's budget going forward. We also agreed to add line items for Continuing Board Education, On-going Legal Funds, Board Materials and Tools, and at least an open line item for possible future Board Stipends. Since the FAC received no input from the Treasurer, a dollar amount for projected Revenues will be "plugged." Deborah will refine last year's FAC's recommended Draft Sewer Budget and update it for 2015-16, then send it to committee members for review.

The group discussed the vital importance for TVCSO to develop Financial Policies, especially a Reserve Policy that will allow the Board to direct funds into a specific account for future capital improvements

commencing in the upcoming fiscal year. FAC did some research last year on financial policies by reviewing policies from other CSD's. Sue Sims, who was on FAC last year, had developed some initial draft financial policies. Committee members agreed to locate those drafts so we can present them to the Board and finalize financial policies for TVCSD.

We also discussed the need for the TVCSD Board to have monthly budget versus actual tracking reports included in our monthly TVCSD Board Packet so that the Board can make informed decisions on expenditures.

The group discussed the Tomales Community Park Budget and realize that our FAC efforts have focused only on a proposed Sewer Budget. We fully expect our Administrator to present a Draft Park Budget. FAC members question why there is a lack of FAC oversight on this budget. Patty Oku reports that since the majority of revenues are Measure A funds, the Park Advisory Committee is working with our Administrator to manage the allocation of these funds. They are currently completing a Measure A Work Plan for new projects for the next fiscal year.

The FAC agreed to request the following items be added to the April TVCSD Board Agenda:

- FAC's Proposed Draft Sewer Budget for 2015-16
- Develop a Reserve Policy for TVCSD
- Board packets to include a monthly report of TVCSD Budget that tracks and monitors current position of revenues and expenses so Board can make informed decisions

2. Update on RFP Contact List:

Add to April Board Agenda:

- Advertise positions in the Point Reyes Light and Citizen -- short ads that refer inquiries to website

The next FAC meeting will focus on Financial Policies, the RFP Process and Budget Monitoring.

The meeting was concluded at 7:50pm.

Submitted by: _____

Donna Clavand

Date Approved: _____

3-27-15